



International Association for Regenerative Therapy  
Advancing the Science and Art of Regenerative Therapies

## **Online Conference Committee Charter**

*Last updated August 6, 2020*

### **Preamble**

This charter reflects the scope of the duties and responsibilities of the Online Conference Committee of the International Association for Regenerative Therapy (“IART”)

### **Purpose**

The purpose of the Online Conference Committee is to plan the IART 2020 October Prolotherapy virtual (online) conference. Longer term, the committee will evaluate whether to continue to hold online conferences (or portions thereof) in the future or to return to live, in person conference format.

### **Objectives and Responsibilities**

Objectives and responsibilities of the committee include developing the outline and content for a two day online/virtual prolotherapy conference for October 2020 and a half-day preconference. The conference must be CME compliant.

#### ***Course design***

1. Develop objectives and description of the course content, focusing on lower extremity (Hip, Knee, and Ankle).
2. ~4 hours on each of those anatomic areas, with each area including presentations on physical exam (~40 min), treatment including basic, non-basic, and perineural injections (~2 hours total), research (~30 min), and panel discussion (~30 min), with one break (~10 min) every 2 hours.
3. Incorporate a research component within each anatomic area above, with research relevant to the specific anatomic area if possible.
4. A separate pre-conference program (~4 hours) including talks on biotensegrity, other integrative therapies (functional medicine, biologics, exosomes, nutrition), and marketing your practice.
5. A post-course evaluation for participants.
6. Promotion of attendance/volunteering for HHPF service-learning trips (Honduras and Guadalajara).

#### ***Production***

1. Recruitment and confirmation of speakers for each presentation.
2. Recruitment and confirmation of course moderators.
3. Collection of completed non-disclosure statements from all presenters.
4. Collection of required information from presenters needed to comply with CME.

5. Schedule speakers to present their courses, either live or recorded. If recorded, then develop a schedule for each presentation with the designated AV production company.
6. Editing and archiving of all presentations (if possible).

***Marketing and Promotion:***

1. Setting conference pricing in collaboration with BOD approved resources.
2. Verifying that conference enrollment has been embedded on IART website.
3. Collaborating with Executive Director/Administrative team to develop promotional plans for the conference. The plan should target Members and prospective members.

***Follow up and Evaluation:***

1. Ensuring that post-conference instructions for obtaining CME are given to attendees.
2. Obtaining and reviewing participant feedback regarding presenters and conference.

**Timeline**

- June/July—develop schedule and format for conference and pre-conference. Confirm and schedule presenters. Collaborate with Administrative team to develop and disseminate promotional information
- August--coordinate plans with speakers to record and archive content not presented live.
- September—promote conference.
- October—host online conference. Record and archive sessions.
- November/December—promote archived sessions.
- First quarter 2021—plan in person conference for October 2021 with different format.

**Committee Membership**

The Committee shall be comprised of at least one BOD member and at least three other participants. The Chairperson shall be an IART member appointed by the BOD. Other committee members must be approved by the BOD. The committee will also include one non-voting Administrative support staffer. The IART BOD may appoint, approve, or remove any committee member.

**Authority**

The Committee may not commit to expenses other than what is included in the BOD approved committee budget. The Chair may request additional funds as needed during the year. The committee may not enter into any binding contracts without BOD approval.

**Meetings**

The committee shall meet as needed to complete its work prior to October 2020 conference and report to the BOD as requested. Thereafter the committee should review what appropriate further meeting frequency will be. Minutes will be recorded by the administrative staff and reviewed by the committee for approval. Minutes will be archived by the management company.

**Approval and Changes**

This charter was authored by Adam Balin and Annette Zaharoff. The charter was approved by Adam Balin and Annette Zaharoff on July 11, 2020. Updates to this charter will be submitted to the BOD for approval and recorded in the charter with the date of the update.